

Safety Bulletin Training Record



Please use this form to record time, date, and place of your safety training. Record the items discussed and the safety bulletin(s) referred to. Problems or concerns identified throughout the training should be recorded, as well as attendee names.

Bulletin Title. _____

Date & Time. _____

Meeting Location. _____

Company Name. _____

Person Conducting Meeting. _____

Items Discussed. _____

Problem Areas or Concerns. _____

Comments. _____

Attendees. _____

- ❑ Show any forms that your employer might use for incident reporting and investigation.
- ❑ If you can delete the names, pass around forms used from past investigations.
- ❑ Give several examples of how investigation findings led to company policy changes.
- ❑ Ask the class a few questions, including:
 - Why is it important not to guess what happened?
 - What is the benefit of writing things down?
 - Why is it important to block off the area where the accident happened?

[illegible]

- Written Resources - Booklets and Flyers
- Video Lending Library
- Monthly *Siegel Second* Safety Tip Emails
- Online Training Courses
- Partner Services

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